

JOB DESCRIPTION: ASSISTANT FINANCE/HR DIRECTOR

DUTIES

The duties listed herein are illustrative of the essential duties of the job and do not include other nonessential or peripheral duties that may be required.

GENERAL

The Assistant Finance/HR Director must be able to perform all duties required of the Finance/HR Director. Strong organizational skills and the ability to meet deadlines are essential. Because of the confidential nature of information handled by this department it is extremely important that this individual realize the importance of confidentiality.

FINANCE

Budget: Update and preparation of information for town board and department heads regarding current and past budgets. Estimate revenues and expenditures in order to determine cash positions for the various funds. Prepare mill levies, resolutions, and supplementary schedules as they relate to the budget.

Audit: Prepare for audit throughout the year by accumulating information and preparing monthly and annual reports required by the auditor. Assist in verifying and justifying information requested by the auditor.

Oversee functions of the Utility Department. Summarize and justify utility reports vs. general ledger. Oversee the billing and collections for water and electric. Prepare entries for general ledger regarding water and electric.

Payroll: Semi-monthly payroll requiring time sheets, record keeping of accrued leave time, electronic tax deposits, and employee deductions for health, advances, retirement accounts, and garnishments. Monthly state withholding reports and payments, quarterly 941 reports, unemployment insurance reports, annual W-2, W-3, 1099, and 1096 forms.

Accounts Payable: Warrants are prepared for approval and payment at each board meeting. Research pertaining to and subsequently pay invoices must be performed before submittal to the board. Knowledge of each fund and its purpose is necessary in order to properly code and pay these invoices.

Revenues: All revenues of the Town must be designated to the appropriate fund when entered into the general ledger, therefore knowledge of all funds and their purpose is essential when determining the correct handling of each revenue item.

Bank Statements: Reconcile all checking, money market, and trust fund accounts on a monthly basis. Track and report all outstanding checks. Proof of cash statements are prepared comparing bank statements to balance sheets on a monthly basis. This department must also ensure that all static monies are in interest-bearing accounts.

Financial Statements: Monthly financial and proof of cash statements are provided to the board and various department heads in an effort to provide them with information needed to make sound financial decisions. The finance department generates reports for each fund that include a balance sheet of assets and liabilities, revenue and expense statements which list the current budget for each item, monthly expenses, year to date expenses, and percentage of remaining budget.

Coordination of Town Insurance Coverage: Town insurance is renewed annually. In an effort to secure the best rates possible, we bid out our insurance every other year. This process involves several hours of information gathering and meeting with our insurance agent. Claims are also tracked and handled by this department.

Education: Attend conferences, workshops, and classes offered to improve ones knowledge and understanding of this position and the constant changes in reporting requirements as approved by supervisor.

HUMAN RESOURCES

Oversee advertising for job openings.

Review employment applications and notify appropriate department heads.

Set up tests, physicals, and physiological tests/profiles when necessary.

Coordinate orientations.

Update and maintain employee files.

Report workers' comp-related injuries and track progress. Complete information required by carrier on annual reports.

Coordinate benefit and insurance programs. Monitor the benefit package offered by the Town.

Respond to surveys.

Update personnel policy with necessary resolutions.

Attend workshops and seminars as approved by supervisor designed to improve knowledge and provide insight as it applies to this position.

QUALIFICATIONS OF THE ASSISTANT FINANCE DIRECTOR

4 year degree from an accredited university and 3 years experience in government finance.

Strong background in all areas of government finance.

Knowledge of state and federal form reporting requirements.

General computer skills and knowledge.

Organizational skills.

Ability to meet deadlines.

Experience and training in Human Resource functions.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job. The Town of Frederick employs in accordance with the Equal Employment Opportunity Act and the Americans with Disabilities Act.